

TROOP/GROUP FALL PRODUCT/COOKIE COORDINATOR

DATES OF PROGRAM: **FALL PRODUCT: SEPT 2018 – JAN 2019** OR
 COOKIE PROGRAM: DEC 2018 – MAY 2019

PURPOSE OF POSITION: To administer Product/Cookie Program within the Service Unit to benefit the membership.

TERM: Appointed by Service Unit Fall Product/Cookie Manager for duration of program.

TIME COMMITMENT: approximately 5-12 hours/month.

ACCOUNTABLE TO: The Service Unit Fall Product/Cookie Manager and Troop Leaders.

SUPPORTED BY: Council Product Sales Department, Product Program Task Group, Service Unit Team, Volunteer Specialist.

RESPONSIBILITIES: *(Best Practice: Divide responsibilities for skill sets to complete specific tasks)*

TPC or TCC – (People)

1. Train the parents/girls/leaders on procedures, program resources and provide assistance during the program period.
2. Ensure adults and girls follow Council policies and procedures and Safety-Briefings are conducted.

TPC or TCC – (Paperwork – online software access, detail oriented)

1. Verify girls are registered Girl Scout members and Troop helpers are registered and background screened.
2. Accept responsibility to deposit all money collected from parents and girls into troop/group account and for payments to Council by deadlines.
3. Keep accurate records of all transactions, use receipts and submit reports by due dates.
4. Supervise all arrangements for booth sales and ensure adults complete online training prior to troop/group or parent/daughter booth sales.

ALL

1. Participate in all position related training prior to troop/group participation.
2. Complete evaluation survey to provide feedback and make recommendations.
3. Complete the membership and background screening process.

INVENTORY (online software access, detail oriented)

1. Coordinate product/cookie inventory, take delivery of product/cookies and distribute to girls/parents.
2. Use care in handling and storing product to prevent breakage, heat damage, water damage, loss, etc.
3. Keep accurate records of all transactions, use receipts and submit reports by due dates.
4. Order additional product/ cookies as needed.

REWARDS

1. Receive and sort girl rewards and distribute them immediately to girls.

QUALITIES REQUIRED:

1. **Ability to Focus on Girls:** Understand that girls experience the Girl Scout Leadership model by using girl-led, cooperative-learning and learning-by-doing activities.
2. **Adaptability:** Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
3. **Ability to Foster Diversity:** Understand and embrace differences.
4. **Communication Skills:** Express ideas clearly and concisely.
5. **Model the Girl Scout Promise and Law:** Demonstrate personal integrity, credibility and dependability for girls.
6. **Management Skills:** Organized, basic computer literacy with intermediate Excel skills, good communicator, keep accurate and organized records.

VOLUNTEER AGREEMENT

[By choosing this role or by signing the Volunteer Agreement Form on Volunteer Tab, you are accepting the duties and responsibilities of this position.]